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WDC (ADV)
ATIS GHQ ADVON
APO 500

SECTION: _____ DATE _____

1. TEAMS SENT TO THE FIELD:

a. Place: _____
1. No. of personnel _____ Officers _____ EM.

b. Place: _____
1. No. of personnel _____ Officers _____ EM.

2. TEAMS OPERATING LOCALLY:

a. Place: _____
1. No. of personnel _____ Officers _____ EM.

b. Place: _____
1. No. of personnel _____ Officers _____ EM.

3. DOCUMENTS PROCESSED:

a. Source: _____ (Place) _____ (Number)

b. Source: _____ (Place) _____ (Number)

TOTAL: _____

4. SHIPPING ADVICES PRODUCED AND CIRCULATED:

TOTAL: _____

5. DOCUMENTS ACTUALLY SHIPPED TO WDC, WASHINGTON:

TOTAL: _____

6. SPECIAL DOCUMENT ACQUISITIONS, REQUISITIONED FROM JAPANESE GOVERNMENT:

TOTAL: _____

7. LIAISON ACTIVITIES:

a. Interviews:

b. Conferences:

c. Briefing:

8. ADMINISTRATIVE MATTERS:

a. Issuance Orders: _____

b. Issuance Intra Office Memoranda: _____

c. Writing Informal Intra Office Check Sheets: _____

d. Writing Formal Check Sheets: _____

e. Procurement Transportation: _____

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9. PHONE CALLS:

TOTAL: _____

10. MISCELLANEOUS ACTIVITIES:

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